



ACT Plus Writing Implementation Pilot  
Questions & Answers to Introductory Webinar  
December 2011

In the spring of 2012, some Montana juniors will have the opportunity to take the ACT Plus Writing on a school day in their high schools. The test will be provided for these students without cost. This is because the Montana GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Program just received a \$28 million grant.

- Included in that grant is an implementation pilot of the ACT Plus Writing to determine the feasibility of all juniors taking the test in their high schools in the future. Information about the pilot was sent to all Montana public accredited high schools.
- A sample of high schools, in addition to the GEAR UP high schools, has been selected to administer the ACT Plus Writing in their schools in April 2012.
- Students who participate in the pilot will receive their scores for the assessment and may have them sent to potential colleges/universities.
- OPI has established a website for ACT materials and information. It is:  
[http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\\_12](http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_12)

The following questions were asked during a live webinar. The questions and their answers follow.

1. We are testing juniors (correct?)

**Correct**

2. Do we need to test all juniors? We have a few significant Special Ed students who would normally take the CRT- ALT. Do they need to take the ACT?

***The ACT Plus Writing will be accessible by most juniors because of the ACT-Approved Accommodations and the State-Allowed Accommodations. Participation guidelines are in progress.***

3. Will the accommodations for this test be the same as for the regular ACT or will they be less strict?

- ***For students to have a score that is reportable to colleges, universities, or the NCAA, they must test without accommodations OR only with accommodations specifically authorized in advance by ACT. These are called ACT-Approved accommodations. The ACT-Approved accommodations are determined following the same guidelines used for ACT National test dates and the ACT Special Testing program.***
- ***The training webinar referenced State Allowed accommodations. Students testing with State-Allowed accommodations are generally doing so because the State Allowed accommodations do not meet the requirements for ACT-Approved Accommodations. Scores achieved by a student testing with State-Allowed accommodations are not eligible to be reported to any college or other organizations. The students, however, will receive their results to gauge their college readiness with the state allowed accommodations. The State Allowed accommodations will give more students the opportunity to learn their college readiness when participating with these accommodations.***

4. How do we request accommodations for students?

***The Test Accommodations Coordinator (TAC) at each school is responsible for submitting the appropriate documentation for each student requesting to be tested with accommodations. The establishment materials sent to each school contained valuable information for the TAC. A webcast that outlines the process is available at <http://www.act.org/aap/montana>. Be sure to select the TAC Video Presentation – “ACT Approved with State –Allowed” under the heading of Test Administration Training Sessions.***

- ***The deadline for submitting a request for testing students with ACT Approved Accommodations is January 27 for students enrolled in your school prior to January 1.***
- ***For students who enroll in your school after January 1, you have until March 9 to submit your request for ACT Approved Accommodations.***

5. Also, I am hearing that this is a three year project. Is that true?

***No. It is a seven year grant. The implementation pilot is the first year. The other six years are for all public high school juniors in Montana within the policies that are developed.***

6. With this grant, will the remaining six years (following this year's implementation) be at no cost to the students as well? After this 'pilot' year- will Gear-Up still pay for the testing for juniors for the next 6 years?  
***Yes the grant is for seven years and during the grant period, students will not have to pay for the school day ACT Plus Writing Test.***

7. Our school is already a test center so we have staff who currently serve as test coordinators, test supervisors, proctors, etc. Since they are already on file with ACT, do they still need to fill out their paperwork?  
***It is quite possible your principal will appoint the same people. Yes, the paperwork is separate from the test center paperwork. The same people that staff the test center on Saturdays for the national test dates could be the same people that serve in similar capacities for the weekday administration in April. This is not uncommon at all.***

8. Will we be able to test newly enrolled students?

- ***Yes, students who enroll late may participate.***
- ***You will need to obtain a state student ID for the student through the OPI AIM system.***
- ***And, instead of a barcode label for that student, the state student ID should be bubbled on the last page of the answer booklet.***

9. What is the process for applying for off-site testing?

***To apply for Offsite testing, schools must complete a Proposal for Offsite Administration. The form is available online at <http://www.act.org/aap/montana/>. The deadline for submitting their offsite requests to ACT is December 14, 2011.***

10. Would it work to use classrooms in one part of the building even though students will be circulating in the halls?

***This would not be an acceptable arrangement. It is the responsibility of the Test Supervisor and TAC to work with the principal to arrange for testing rooms that meet the testing facility requirements as stated in the supervisor's manuals.***

- ***The rooms must be free from distractions and be able to provide an uninterrupted period of testing for 4.5 hours.***
- ***A wing of the school that can be separated from all other student activities is ideal. ACT would suggest choosing test rooms that are away from music rooms, gymnasiums, or other areas where students may congregate, resulting in a distraction to the test takers.***

11. We have not received a username and password from ACT State Testing. How do we get these so that we can register by the 18th?  
***This has been resolved at all schools, but had it not been, the school would contact ACT at 800/553-6244 immediately.***
12. Do proctors have to be certified teachers?  
***No, as long as the proctor is trained and under the direct supervision of the room test supervisor (a licensed educator--teacher, counselor, administrator, librarian, school psychologist). Direct supervision means being in the same room and able to see and hear each other.***
13. Can students choose to have their scores sent to colleges, and will that paperwork be filled out before the testing date?  
***As part of the pre-test session that must be conducted prior to test the students will be given the opportunity to select up to four colleges or scholarship agencies to receive their scores following testing.***
- ***All colleges and universities in the United States as well as the NCAA accept ACT scores achieved during a state testing administration.***
  - ***There are instructions in the supervisor's manual that must be followed when conducting the pre-test session.***
  - ***The students will be given a booklet called Taking the ACT that will provide them with the information needed to accurately complete their answer document***
  - ***Students may decide to wait to have scores sent to the colleges of their choice until after they see their test scores and will be given direction on the process.***
14. What if students do not indicate any college and decide later what colleges should receive the reports? Can students go online to view and order more score reports?  
***Students can go online at <http://www.actstudent.org/> to create a student web account. After doing so they will be able manage their ACT transactions.***
- ***They will be able to view their test scores, send their test scores to colleges and universities across the country. They will also be able to update their information and register for future testing on any of ACT's National Test Dates.***
  - ***Following the administration of the ACT Plus Writing Pilot program in Montana, students will receive a paper copy of their ACT score report in mail 4-8 week after testing.***
  - ***Upon receipt of the paper score report, students will also be able to go online and view their scores. This applies only to the college reportable scores that students might achieve. State-Allowed scores are not available online and cannot be reported to colleges***
15. Do students need to put down a special code to have scores sent to Gear-Up or OPI?  
***Probably not; however that decision is still in progress.***
16. If I have been an ACT Test Supervisor/Administrator for the past several years, would I still need to go to Test Administration Training or participate in the training webinars?  
***Yes, even though you are an experienced supervisor, you need to attend either the live training session in Helena in January or view the prerecorded webinars and participate in one of the Q&A sessions. Some of the information that we share would be the same as the National testing, but there are also differences between the programs. It is important that you have an understanding of these differences so that you do not put at risk the testing experience for your students and possibly jeopardize the student receiving college reportable scores.***

17. Do we need to attend one or all of the trainings sessions?

***You need to view only one of the entire prerecorded informational webinars or the in-person test administration pre session at the state assessment conference in Helena on January 18 from 1pm – 4pm. Conference and registration information are at the following link:***

***[http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\\_5](http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_5)***

18. When will the prerecorded test administration training webinars be online:

***They will be online by the end of December or before at the following link:***

***[http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\\_12](http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1_12)***

19. Will there be live Q&A sessions following the webinars?

***Yes, They will be offered on both Thursday, January 12 and Wednesday, January 25. Connection information will be emailed prior to the sessions.***

20. Do you know if schools are still planning to give the MUSWA (Montana University System Writing Assessment) since this ACT includes the writing?

***The MUSWA will still be used by some schools.***

**21. New question and answer added December 9, 2011**

Because of the ACT Allowed Accommodations and State Allowed Accommodations, it is likely more juniors with IEPs will participate in the ACT Plus Writing. Can you give us information about their IEPs?

***Applications for students with disabilities who will be participating in the ACT Plus Writing assessment must be submitted to ACT for any needed testing accommodations. Documentation of the needed accommodations is found in the student's IEP in the sections covering state/districtwide assessments or supplementary aids and services. If the student will require testing accommodations, and they are not already listed in the student's IEP, the student's IEP will need to be amended to show the necessary testing accommodations prior to the submission of the application to ACT.***